



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

<b>1. Application Date</b> November 8, 1972		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		<b>FOR RECORDS MANAGEMENT DIVISION USE</b>			
<b>2. Agency Application No.</b> 44				Date Received    Application No.    Date Completed NOV 30 1972    409    DEC 4 1972			
<b>3. AGENCY, Division, Subdivision &amp; Administering Office Address</b> Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St.S.W. Atlanta, Georgia 30334				<b>4. Person to Contact</b> <div style="text-align: right;">J.F.A.</div> Dr. James Andrews			
				<b>5. Working Title</b> State Veterinarian		<b>6. Tel. No.</b> 656-3667	
<b>7. ACTION REQUESTED</b>							
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>							
<b>8. Earliest &amp; Latest Dates of Series</b> 1969 to Date				<b>9. Exact Series Title</b> Livestock Sales Barn Inspection Files			
<b>10. What is the function of the office in which this record series is created</b> <p>The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation- if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualification.</p>							
<b>11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):</b> <p>Documents relating to inspections made of livestock sales barns at each sale.</p> <p>Included is an unnumbered form "Inspection Report Livestock Sales Barn" which identifies the barn, its location and license number; evaluates sanitary conditions and livestock handling facilities at the barn; lists number and genus of animals sold; provides statistical data on health of animals; and certification regarding any outstanding indebtedness from previous sales.</p> <p>The file is arranged alphabetically by sales barn.</p> <p style="text-align: center;">ATTACH SAMPLES OF THE FILE</p>							
<b>12. EQUIPMENT OCCUPIED</b>		No. of Drawers	Cu. Ft. of Records	<b>ANNUAL RATE OF ACCUMULATION</b>		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		10	15	Floor Space Occupied (Square Feet)		2	3
Legal-size File Drawers						In Office(s)    In Storage Area(s)	
						6	
				AVERAGE DAILY REFERENCES		This Year's	Last Year's
						3	2
						Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
- ☒ [X] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☐ [ ] Other then:

- ☒ [X] Hold in the current files area 2\* month(s)/ 2 year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold        year(s):  
☒ [X] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☐ [ ] Other: (Specify)

\* Referenced daily to determine history of compliance or non-compliance by bars with regulations.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer EDS 11-8-72 Date

26. Recommendations in Paragraph 25 are:		Head of Agency/Designee		Date
State	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<u>Ellis D. Sikus</u>		11-8-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<u>William M. Dixon</u>		12-5-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<u>Carroll Hart</u>		11-30-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<u>Robert D. Sheel</u>		12-1-72